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A PROFESSIONAL LIBRARY FOR JUNIOR COLLEGES.

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PUB DATE 67

EDRS PRICE MF-$0.25 HC-$0.92 21P.

DESCRIPTORS- *JUNIOR COLLEGES, LIBRARIES, *SPECIAL LIBRARIES, PROFESSIONAL CONTINUING EDUCATION, COLLEGE FACULTY, REFERENCE MATERIALS, INFORMATION CENTERS,

THE JUNIOR COLLEGE WHICH WOULD KEEP UP-TO-DATE WITH DEVELOPMENTS IN EDUCATION MUST PROVIDE A PROFESSIONAL LIBRARY FOR ITS STAFF. BECAUSE OF ITS ROLE IN OUR SOCIETY, THE JUNIOR COLLEGES MUST NOT BECOME DATED IN THE INFORMATION TO WHICH IT HAS ACCESS. THE PROFESSIONAL LIBRARY IS A MEANS OF PROVIDING NEW AND/OR CONTRASTING IDEAS, AND IT SERVES AS A VALUABLE INSERVICE EDUCATION TOOL. AN 86-ITEM BIBLIOGRAPHY IS INCLUDED IN THE GROUPINGS OF (1) HIGHER EDUCATION, (2) JUNIOR COLLEGES, GENERAL, (3) ADMINISTRATION, (4) FACILITIES, (5) STUDENTS, (6) CURRICULUM, (7) FACULTY, (8) FINANCE AND PUBLIC RELATIONS, (9) INSTRUCTION AND LIBRARY, (10) PERIODICALS, (11) RESEARCH STUDIES AND METHODS, (12) STUDENT PERSONNEL, AND (13) REFERENCES. (WO)

ERIC

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A PROFESSIONAL LIBRARY

FOR JUNIOR COLLEGES

UNIVERSITY OF CALIF.
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CLEARINGHOUSE FOR
JUNIOR COLLEGE
INFORMATION

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1967

JC 680002

The dean who is perplexed about the appropriateness of a curriculum proposal, the professor without knowledge of educational philosophy, and the junior college instructor who feels there must be a machine or other resources to help him teach a course all have a common problem - they need more information. It is highly likely, in addition, that the needed material either is nonexistent or is on a bookshelf in someone's office thus denying general availability.

The nature of this proposal is a professional library for a junior college. A collection of books, pamphlets and magazines is suggested that each junior college could make available to all of the professional staff. The materials included cover all general areas of involvement for junior colleges (Higher Education, The Junior College, Administration, Buildings (Facilities), College Students, Curriculum, Faculty, Finance and Public Relations, Instruction and Library, Periodicals, Research Studies and Methods, Student Personnel, and Miscellaneous) selecting those items in each area that are considered to be most appropriate. There is no attempt made here to include all books on a topic but a limited selection of items considered most appropriate for a junior college. It is hoped that such a list may have easy accessibility, encouragement of its use, and a budget that will allow new materials to be added as they become available.

College administrators generally take great pride in the size of their library building and the number of volumes which it holds. Very few, however, are likely to point with pride to a section in that library

or in an administration building that is designed for the use of faculty and administration of the college and not the students. The feeling may be that such a library collection isn't needed or that the money is needed for other costs or that this is being selfish because the funds are not being directly expended on students.

Probably the greatest need for a small library of materials designed for the use of faculty and administrators is in the very new junior colleges. In such institutions it is very likely that many of those hired to run the college have little or no experience in junior college work. Their lack of knowledge and experience requires a readily available source of information on a wide variety of subjects. Administrators and faculty members in new colleges that have just departed from a different junior college setting will be facing problems that they have never encountered before. Possibly even more important, in a new college there is a tremendous challenge to test old ideas, try out new concepts and generally draw upon the wealth of experience in other junior colleges. This approach is impossible without materials of various types to draw upon for information.

Beyond the new college there is also a need for such a library in mature institutions of all ages. Such a college may in some cases have developed over the years in relative isolation apart from the current of ideas in other institutions. Other colleges will, in many cases, find that their rule of thumb procedures followed when the college had 200 students do not work very well any more now that there are 2000 students. An administrative reorganization is probably needed in such a case - action that requires knowledge of administrative organization generally, recent

research in administrative organizations, and practices in other colleges facing somewhat the same problems. The problems cited are examples of some of the many areas in which staff members will find that a decision or action taken after consulting the printed materials on the subject will be a better decision.

Twenty or thirty years ago such a library as is suggested in this paper would have been very meager and not very useful. The amount that has been published in just the last five years, however, would compose a rather large collection. Today much more is known about the nature of junior college students, the psychology of learning, and audio-tutorial devices that the college, without access to the right information, would still exist in the world of 1920. The junior college, because of its important role in our society, cannot afford to become dated in the information to which it has access.

Another aspect of need is that faculty members and administrators tend to run out of gas when not continually confronted with new and/or contrasting ideas. When the faculty and administrators become stale, little imagination is required to visualize what will happen to the instructional process. A long-range, continuous program of what is often called in-service training is needed for each staff member. An important part of such a program is continuous reading on all topics relating to an individual's position. This reading will often be impossible without the necessary materials easily accessible.

Even though a relatively small collection, some cost would be involved (many of the items are very small but an average of $4. per item might

be expected). The best justification for expenditures is probably the quality and breadth of its effect upon the college with the minimum number of dollars. The effect of such a collection will depend upon the amount of use it receives but if conscientious use is made, the quality and breadth of the collection should clearly mark it as worthwhile. Probably few expenditures of $500. or less would have the positive and widespread effect of a professional library.

The third objection posed earlier was that of the collection being "selfish" because the funds are not being spent directly upon students. An underlying assumption to such a criticism is that to be good, an object must be direct and observable. The same critic might not be willing to work in a building whose walls were simply set upon the ground rather than on a strong foundation. Preparation of faculty and administrators to meet their tasks may be likened unto a foundation. A college concerned with output but not input will not be pleased with the result. All of this is to say that funds need not be spent directly on students to be of value to them. In fact, some costs having little direct relationship to the students may often be the most valuable.

Criteria used in selecting the items focused upon functional use on a junior college campus. Books very specific in content were often omitted because the number of junior colleges finding them useful would probably be small. Included, however, are most of the generally useful items for a junior college. Each college should add to this list a number of items of more immediate and local concern. This should include catalogs

of surrounding two-year and four-year colleges, graduate schools, and other institutions where students might apply to for transfer, as well as all prior publications of that college including annual reports and curriculum guides, outlines or guides published by a state junior college office or state department of education, and any other item not listed that is recommended for general use by the professional staff. The emphasis must be upon having the most needed materials readily available to those that might wish to use them.

1 - HIGHER EDUCATION

Conant, James Bryant, Shaping Educational Policy. New York: McGraw-Hill Book Co., 1964.
See Chapter 3, Policy Making for Higher Education.

Cooper, Russell M., ed., The Two Ends Of The Log, Learning and Teaching in Today's College. Minneapolis: University of Minnesota Press, 1958.
Written in two parts: the learning end and ends and means. Surveys students and ways to teach them.

Dressel, Paul L., Evaluation In Higher Education. Boston: Houghton Mifflin, 1961.
The nature of evaluation, its relationship to learning and the objectives of learning. Sections by other writers discuss evaluation as it relates to areas of learning such as the natural sciences. An interesting chapter on institutional self-evaluation is included.

Hatch, Winslow R., The Experimental College (New Dimensions in Higher Education Number 3). Washington: U. S. Department of Health, Education, and Welfare, 1960.
The author suggests an hypothesis for experimentation by colleges although the number of areas touched upon is limited.

Henderson, Algo, Policies and Practices in Higher Education. New York: Harper & Row, 1960.
Provides a general overview of higher education in the United States.

Mayhew, Lewis B., The Literature of Higher Education. Reprinted from The Educational Record, Winter, 1965.
Reviews recent literature in higher education including some specifically concerned with the junior college. It may serve as the source for future acquisitions.

McConnell, T. R., New Frontiers In Higher Education. Berkeley: University of California, Berkeley, 1963.
Report of a seminar for Junior College Presidents at UCLA, this basic document of the general literature of higher education provides a framework within which the public junior college may be treated. Junior colleges, as such, are treated rather lightly, but many of the concepts are completely generalizable to public junior colleges. The treatment of other parts of the higher education system are of immediate relevance, as they impinge upon the operation of junior colleges.

2 - JUNIOR COLLEGES (GENERAL)

American Association of Junior Colleges, Establishing Legal Bases For Community Colleges. Washington: American Association of Junior Colleges, 1962.
The product of a conference, this publication discusses legislative problems relative to new junior colleges. Guidelines are suggested for curriculum development, financial basis of support, and legal control. ($1.00)

American Association of Junior Colleges, Junior Colleges: 20 States. Washington: American Association of Junior Colleges, 1966.
A series of articles is reprinted which originally appeared in the Junior College Journal describing the activities toward full development of junior colleges in twenty states. It is of use to individuals who are involved in state or local plans for junior colleges or the individual who wants to examine current trends.

American Association of Junior Colleges, Selected Papers, 1966. Washington: American Association of Junior Colleges, 1966.
Selected papers and major addresses are included from the 1966 AAJC convention in St. Louis.

American Association of Junior Colleges, Selected Papers, 1967. Washington: American Association of Junior Colleges, 1967.
Papers presented at section meetings at the 1967 convention in San Francisco. Contributors include Edward Shoben, Nevitt Sanford, Stuart E. Marsee, and Grant Venn.

Barnet, Jesse R., ed., The Privately Supported Junior College - A Place and Purpose in Higher Education. Washington: American Association of Junior Colleges, 1963.
The independent and church related junior college is examined here in terms of its role in American higher education and problems related to its present existence. The booklet is the result of a conference of educators and business and industry representatives and is designed to be of value to all persons interested in the private junior college.

Blocker, Clyde E., Robert H. Plummer, and Richard C. Richardson, Jr., The Two-Year College: A Social Synthesis. Englewood Cliffs: Prentice-Hall, 1965.
A look at all two-year colleges with an analyzation of their nature, differences and problems within the context of the social setting in which they exist.

Bogue, Jesse P., The Community College. New York: McGraw-Hill Book Co., 1950.
An older standard work on the community college which gives emphasis to technical education, general education, and the role of the junior college. Still very much worth reading is a concluding chapter entitled "Critical Problems In Community Colleges."

Bureau of Junior College General Education, A Guide For California Public Junior Colleges. Sacramento: California State Department of Education, 1967.
This publication contains basic descriptive material on the California Public Junior Colleges. Programs are described and various statistics are given. Since approximately half of the students enrolled in colleges in California are enrolled in junior colleges, this reference should be of interest to anyone interested in public junior colleges.

Clark, Burton R., The Open Door College: A Case Study. New York: McGraw-Hill Book Co., 1960.
This is one of the few existing analyses of the junior college movement conducted by an "outsider." A professional sociologist examines a junior college as an organization functioning in the general social milieu.

Establishing Junior Colleges (Junior College Leadership Program, Occasional Report No. 5). Los Angeles: University of California, Los Angeles, 1964. ($1.50)
Well known authorities in the junior college field have combined their efforts in this volume to discuss pertinent aspects in development of a new junior college. Emphasis in the chapters is placed upon development of guidelines, problems, and development of services and structure.

Fields, Ralph R., The Community College Movement. New York: McGraw-Hill Book Co., 1962.
After an introductory section which discusses the community college and its origin at some length, Fields cites five examples of events at different community colleges. Under issues, the questions of who should go to a two-year college and what should the college offer in vocational education are answered.

Gleazer, Edmund J., Jr., A New Social Invention: The Community College, What It Is. Washington: American Association of Junior Colleges, 1962. (10¢)
A small pamphlet that gives Dr. Gleazer's views concerning community college development and its role in higher education. At a cost of only 10¢ each this pamphlet could be used for wide distribution when the two-year college story need be explained to the public in a readable but inexpensive form.

Henry, Nelson B., ed., The Public Junior College (The Fifty-Fifth Yearbook of the National Society for the Study of Education, Part I). Chicago: University of Chicago Press, 1956.
A number of stimulating papers on various topics relating to the two-year college were presented. This volume could serve as the source of new ideas or solutions to old problems.

Johnson, B. Lamar, State Junior Colleges, How Can They Function Efficiently? Atlanta: Southern Regional Education Board, 1956.
After a brief discussion of junior college trends, the topic of problems and ideas relating to the state controlled junior college is considered. Some of the special problems connected with this type of system were touched upon. The primary recommendation was that the state controlled junior college should have strong local roots.

Johnson, B. Lamar, Islands of Innovation (Junior College Leadership Program, Occasional Report No. 6). Los Angeles: University of California, Los Angeles, 1964. ($1.00)
The result of traveling for a year to junior colleges all over the United States conversing with faculty and administrators about the problems they face. A concluding section which includes recommendations and questions is of special interest.

Martorana, S. V., ed., Coordinating 2-Year Colleges in State Educational Systems. Washington: U. S. Department of Health, Education and Welfare, 1957.
A review of the legal control, diversity of program offered, and financing is given for each state as of the time that this was written. Other more general considerations are also included.

Medsker, Leland L., The Junior College. New York: McGraw-Hill Book Co., 1960.
A wealth of information from many sources including a national survey conducted by the author, makes this one of the benchmarks in junior college literature. It is national in scope and has served as a spring board for later literature, research projects and innovative developments.

Morrison, D. G., and Clinette F. Witherspoon, Procedures for the Establishment of Public 2-Year Colleges. Washington: U. S. Department of Health, Education and Welfare, 1966.
Includes general background information for local junior colleges, state junior colleges, technical institutes, and branch campuses as well as a specific outline for each state.

Principles of Legislative Action for Community Junior Colleges. Washington: American Association of Junior Colleges, 1962.
A set of principles is suggested for legislation to cover the establishment of new community colleges. The booklet was prepared in particular to aid those concerned with state legislation.

Speer, Hugh W., ed., Proceedings of the Midwest Junior College Conference. Kansas City: University of Missouri, Kansas City, 1963.
Addresses by Medsker, Harris, Gleazer and others.

Thornton, James W., The Community Junior College. New York: John Wiley and Sons, Inc., 1966
This is a new edition of a familiar text which places an emphasis upon understanding the nature and mission of the junior college along with the scope of its program.

3 - ADMINISTRATION

Blocker, Clyde E., Robert H. McCabe, and A. J. Pendergast, A Method for the Analysis of the Informal Organization Within Large Work Groups. Austin: University of Texas, 1964
Socio-metric procedures for the analysis of informal organization is presented with particular emphasis upon public junior colleges. The method is well grounded in the literature of sociological methodology and emphasizes the measurement of networks concerned with communication, reliance, and influence. Statistical procedures are indicated along with computer programs.

Blocker, Clyde E., and Robert H. McCabe, Relationships Between the Informal Organization and the Curriculum in Six Junior Colleges. Austin: University of Texas, 1964.
The informal organizational structure of six junior colleges is qualified using the techniques discussed in the preceeding paragraph. Relationships between these measurements and characteristics of the curriculum in the colleges are demonstrated.

Dodds, Harold W., The Academic President - Educator or Caretaker? New York: McGraw-Hill Book Co., 1962.
Although written within the context of the four-year college, this book is especially valuable to a new junior college president. It is with considerable insight that Dodds portrays the presidency giving attention to many seemingly minor considerations that mark the most successful presidents. As indicated by the title, the basic nature of the presidency is explored. This book is worthwhile reading for anyone interested in higher education.

Kintzer, Frederick C., Board Policy Manuals in California Public Junior Colleges (Junior College Leadership Program, Occasional Report No. 2). Los Angeles: University of California, Los Angeles, 1962. ($1.00)
A national study was made of junior college board policy manuals. The result is included in this publication along with general considerations relating to such manuals. A format is suggested followed by sample contents under these headings at the various colleges surveyed.

Kintzer, Frederick C., President's Reports in American Junior Colleges. (Junior College Leadership Program, Occasional Report No. 4). Los Angeles: University of California, Los Angeles, 1963. ($1.50)
A summary and analysis is presented in this booklet of a sample of junior college presidents who prepare "President's Reports." Included in the analysis are tables indicating the frequency with which certain items appeared in the reports.

Schultz, Raymond E., Administrators For America's Junior Colleges, Predictions of Need, 1965-1980. Washington: The American Association of Junior Colleges, 1965.
Prediction here is made of the need for various types of junior college administrators in the period up to 1980. Considerations determining the extent of need and some figures regarding present administrators are also included.

Selznick, Philip, Leadership in Administration: A Sociological Interpretation. New York: Harper & Row, 1957.
Various aspects of administrative leadership including the wide variety of viewpoints from which this phenomena can be observed is presented. Sociological theory serves as a framework for the interpretation of these observations.

Stoke, Harold W., The American College President. New York: Harper & Row, 1959.
Stoke approaches the position as being unique and not understood by observers of the office. An attempt is made to explain the president in his higher education context along with some of the personal side of the office.

Symposium: Need for Administrative Leadership in Junior Colleges (Western Conference on Junior College Administration, University of California, Los Angeles). Reprinted from the Journal of Secondary Education, January, 1961.
A broad view of junior college administration by a sociologist and a management consultant as well as by one in higher education in general and the community college in particular are presented.

4 - BUILDINGS (FACILITIES)

How To House A Community College. Reprinted from School Management, 1961.
An article reprint which answers a number of questions relative to the community college as well as illustrating some functional concepts.

Robbins, Leslie F., New Construction and Rehabilitation on College Campuses, 1961-62, 1962-63, and 1963-64. Washington: U. S. Department of Health, Education and Welfare, 1966.
Analyzes new construction and modernization on college campuses in all parts of the United States. Types of structures, costs, source of funds and regional variations are discussed. The concluding section is an analysis of trends in campus construction during the period 1959-1964.

Ten Designs: Community Colleges. Houston: Department of Architecture, Rice University, 1962.
Ten hypothetical community colleges are illustrated for different regions of the United States. Because the hypothetical colleges are intended to cover most of the variables of site, size of community, etc., the book is of value to all two-year colleges planning new facilities. Attention is given to growth expansion, new learning techniques and realistic consideration of the community.

5 - COLLEGE STUDENTS

"College Attendance and Youth," NEA Research Bulletin, Vol. 40, No. 1, February, 1962
Answer to who goes to college - what fields, source of funds, marital status, reasons for dropping out.

Sprague, Hall T., ed., Research on College Students. Boulder: Western Interstate Commission for Higher Education, 1960.
Research on student motivation, values, attitudes and campus cultures.

6 - CURRICULUM

Brunner, Ken August, Guide to Organized Occupational Curriculums In Higher Education. Washington: U. S. Department of Health, Education and Welfare, 1965.
Enrollment and graduates in technical fields in all institutions are shown along with listings of all institutions with a particular curriculum.

Clark, Burton R., Adult Education in Transition: A Study on Institutional Insecurity. Berkeley, California: University of California Press, 1958.
The State of California has had, probably more so than any other State, a wide variety of problems in the field of adult education. Many of these have developed as a result of conflicts and over-

lapping jurisdictions by various segments of the California public education system including public junior colleges. Other problems have developed as a result of massive social changes and pressures. The author brings to bear the tools of the professional sociologist in examining these phenomena.

Electronic Technology, A Suggested 2-Year Post High School Curriculum Washington: U. S. Department of Health, Education and Welfare, 1966.
Considers overall the electronic technology program, faculty, student selection, curriculum (including course descriptions and course outlines), facilities, equipment and costs.

Emphasis: Occupational Education in the Two-Year College. Washington: American Association of Junior Colleges, 1964.
The addresses and recommendations included were presented at a conference in St. Louis, Missouri, sponsored by the Midwest Technical Education Center and the American Association of Junior Colleges.

Harris, Norman C., Technical Education in the Junior College: New Programs for New Jobs. Washington: American Association of Junior Colleges, 1964.
A strong case is made here by Harris for extensive technical education in the two-year college. Illustrations and tables help to point out in simple terms that the need in our society has gone far beyond the level at which technicians are being produced. A broad approach is taken to two-year programs so as to include comments on placement to curriculum.

Instrumentation Technology: A Suggested 2-Year Post High School Curriculum. Washington: U. S. Department of Health, Education and Welfare, 1964.
Although primary consideration is given here to course outlines such considerations as faculty, student selection, textbooks, and laboratory equipment are also discussed. The intent in this booklet is to provide the necessary background information for implementation of the program.

Kinsinger, Robert E., Education For Health Technicians - An Overview, A Report to the American Association of Junior Colleges. Washington: American Association of Junior Colleges, 1965.
The present status of education for health technicians, frequently encountered problems, and a projection of future developments in this area are reported.

Knowles, Malcolm S., ed., Handbook of Adult Education In The United States. Chicago: Adult Education Association of the U. S. A., 1960.
A rather complete portrayal of adult education from what it is to economic education for adults. Some 47 sections are authored by different individuals.

McLure, William P., and others, Vocational and Technical Education in Illinois. Urbana: Bureau of Educational Research, University of Illinois, 1960.
Includes national figures (e.g. population), nature of technical-vocational programs, its organization and finance.

7 - FACULTY

Caplow, Theodore, and Reece J. McGee, The Academic Marketplace. New York: Basic Books, Inc., 1958.
Describes the results of a survey of professors in which certain conclusions are reached concerning professorial mobility, how an institution attracts the type of person it wants, and other related issues. It provides a considerable insight into the academic career in teaching.

Garrison, Roger H., Junior College Faculty: Issues and Problems. Washington: American Association of Junior Colleges, 1967.
The result of traveling for a year to junior colleges all over the United States conversing with faculty members about the problems they face. A concluding section which includes recommendations and questions is of special interest.

Siehr, Hugo E., John X. Jamrich, and Karl T. Hereford, Problems of New Faculty Members in Community Colleges. Washington: American Association of Junior Colleges, 1965. ($1.00)
The information basic to formulation of a faculty orientation program is here presented. Identification of the new faculty member's problems is included along with the procedures that may alleviate the problem.

8 - FINANCE AND PUBLIC RELATIONS

Alkin, Marvin C., Financing Junior Colleges in California, A Critical Analysis of the State Support Program. Sacramento: California State Department of Education, 1966.
A comprehensive view of state financial support for junior colleges with implications and background of importance to all public junior colleges.

Blocker, Clyde E., Floyd S. Elkins, and Fred H. Bremer, Philanthropy For American Junior Colleges. Washington: American Association of Junior Colleges, 1965. ($1.00)
This booklet is based upon research giving an analysis of gifts to both private and public junior colleges along with a discussion of the correlation between college effort and college success.

The Foundation and the Junior Colleges. Washington: American Association of Junior Colleges, 1965. ($1.00)
Based upon a 1965 workshop, addresses discuss the relationship between junior colleges and foundations.

Morrison, D. G., and S. V. Martorana, State Formulas for the Support of Public Two-Year Colleges. Washington: U. S. Department of Health, Education and Welfare, 1962.
Information is presented showing how current operating expenses are divided in the various status. The relative shares of status, local government and students is shown. A second section considers capital outlay and its source. A number of questions relating to junior college finance are posed including whether or not tuition should be charged.

Streloff, Alexander N., Guide to Public Relations for Junior Colleges. St. Louis: South-Western Publishing Company, 1961.
This booklet which defines public relations and discusses the role of those involved, was supported by a Standard Oil grant and assisted by an Advisory Committee of The California Junior College Association. The primary emphasis is placed upon the process of worthwhile public relations down to a number of specifics.

Tickton, Sidney G., Needed: A Ten Year College Budget. New York: The Fund For The Advancement Of Education, 1961.
A discussion of the budgeting process in institutions of higher education is presented along with examples. Although this does not deal with junior colleges in particular, many of the procedures are general enough in nature to be applicable. Particular emphasis is placed upon the projection of needs into the future.

9 - INSTRUCTION AND LIBRARY

American Library Association Standards for Junior College Libraries. Chicago: The Association of College and Research Libraries, 1960.
A concise statement by the ALA of junior college library functions, budget, staff, nature of collection, buildings, and service. An important set of guidelines with which administrators and librarians should be familiar.

Brown, James W., and James W. Thornton, Jr., College Teaching: Perspectives and Guidelines. New York: McGraw-Hill Book Co., 1963.
Includes higher education perspectives, teaching, curriculum, and evaluation.

Eells, Walter C., College Teachers and College Teaching (Second Supplement). Atlanta: Southern Regional Education Board, 1962.
A rather complete annotated bibliography of materials relating to college teaching is presented. Sources in the popular press and periodicals are included.

Johnson, B. Lamar, ed., The Junior College Library (Junior College Leadership Program, Occasional Report No. 8). Los Angeles: University of California, Los Angeles, 1966. ($2.00)
Edmund J. Gleazer, Jr., begins this volume with the topic of "The Stake of the Junior College and Its Library." The closing article by John Lombardi considers the library's relationship to accreditation. In between are numerous articles relating to junior college libraries giving specific reference to existing practices in junior colleges.

Johnson, B. Lamar, ed., New Directions for Instruction in the Junior College (Junior College Leadership Program, Occasional Report No. 7). Los Angeles: University of California, Los Angeles, 1965. ($2.00)
This report of a national conference describes a variety of innovations that have proven to be effective and/or efficient (or that hold promise for such effectivness and efficiency) in a number of junior colleges. Problems and advantages are exemplified.

Mager, Robert, Preparing Instructional Objectives. Palo Alto: Fearon, 1963.
This programs text enables the teacher to develop the necessary skills for writing instructional objectives in specific behavioral form. All of the subject matter areas usually taught in a junior college are amenable to this technology.

Popham, James, The Teacher Empiricist. Los Angeles: Aegeus Press, 1965.
The technology of instruction consisting of the selection and specification of objectives, the creation of effective running situations, and evaluation, are presented with examples and self-instructional passages. This is applicable to all subject matter areas.

The Uses of Television in Education. Subcommittee on Television of the Commission on Research and Service of the North Central Association of Colleges and Secondary Schools, 1961.
This is a report of a three day seminar sponsored by North Central and supported by the U. S. Office of Education. It includes present practices, need for further research, and recommendations.

10 - PERIODICALS

Adult Education. Norman, Oklahoma: Adult Education Association, quarterly. ($7.50)
This publication reports research and discussion of problems and innovations encountered in the adult education field. Although not entirely from the junior college viewpoint, the contents are relevant and generally of interest.

Junior College Journal. Washington: American Association of Junior Colleges, monthly, September through May. (Group subscriptions available at $3.00 each)
The basic periodical for current literature and information on the junior college. Published monthly during the academic year in an attractive format, no junior college can afford to be without it.

Occupational Education Bulletin. Washington: American Association of Junior Colleges.
A relatively new publication of AAJC which is packed with brief notes of developments across the country in technical and vocational education. This may be the basis for many new ideas as well as a means of keeping up with the latest developments in a rapidly moving field.

11 - RESEARCH STUDIES AND METHODS

A Bibliography of Doctoral Dissertations - 1916-1963. Washington: American Association of Junior Colleges, 1965. ($1.50).
This document lists the dissertations that have been completed during the indicated time period which relate to the junior college. Topical groupings assist the user of the document. Many of the listed dissertations can be obtained on inter-library loan or from University Microfilms, Ann Arbor, Michigan.

Amos, Jimmy R., Foster Lloyd Brown, and Oscar G. Mink, Statistical Concepts, A Basic Program. New York: Harper & Row, 1965.
This paperback is carefully designed to present the material in small steps and making it possible to check your understanding at each step.

Institutional Research in the Junior College. (Junior College Leadership Program, Occasional Report No. 3). Los Angeles: University of California, Los Angeles, 1962. ($1.50)
Numerous examples of problems encountered in organizing for,

conducting, and utilizing institutional research in public junior colleges are presented with discussion. The problem of establishing priorities underlies many of the chapters.

Tate, Merle W., Statistics in Education and Psychology. New York: Macmillan, 1965.
Explains most of the basic statistical concepts necessary in research including standard deviation, variance, and correlation and regression.

Travers, Robert M. W., An Introduction To Educational Research. New York: Macmillan, 1958.
"Provides an interpretation of the aims and methods of educational research for the large body ot teachers, administrators, and students of education who use research as a part of their daily routine but who are not and who are never likely to be research workers."

12 - STUDENT PERSONNEL

Collins, Charles C., Junior College Student Personnel Programs. Washington: American Association of Junior Colleges, 1967.
A shorter version of the Carnegie Report designed for more general use. The full study, which is also available from AAJC, is the result of committee labors as sponsored by the Carnegie Corporation.

McDaniel, J. W., Essential Student Personnel Practices for Junior Colleges. Washington: American Association of Junior Colleges, 1962.
An overall view of student personnel services. Attention is given to the nature of the students, guidance principles, examples of practices now being used, and the administrative and financial problems related to the program.

Mohs, Milton C., Service Through Placement in the Junior College. Washington: American Association of Junior Colleges, 1962.
A case is made here for the need of a placement service within a junior college and suggestions made for the organization of such a service. A third section discusses the actual operation of a placement service.

O'Connor, Thomas J., Follow-Up Studies In Junior Colleges, A Tool For Institutional Improvement. Washington: American Association of Junior Colleges, 1965.
Discusses some of the "implications" of a follow-up and some comments on follow-up studies with both transfer students and technical students.

13 - REFERENCES

Education Directory, 1965-66, Part 3, Higher Education. Washington: U. S. Government Printing Office, 1966.
A complete listing of all collegiate institutions in the United States along with their addresses and institutional officers. Some summary statistics are also provided.

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